Steps for Criminal Background Check for Students with the College of Allied Health Sciences
Revised 1/16/2019

Complete the attached Background Check Initial Information worksheet and return. The form may be returned by Fax 252-744-6018, email ah.cbc@ecu.edu or brought by the office, 4435 Health Sciences Building.

After I have entered the worksheet information an email from studentedition@certiphi.com with the subject line “Application Station – Student Edition” should arrive within 72 hours with instructions. Be sure to check Junk or Spam emails. If still not located please contact me by email.

The fee to be paid online for the CBC is maximum $30.00 at this time. The report should be ready with 2 – 3 working days.

If your internship will not accept a printed copy of the CBC report from you then I am able to send one to them. You will need to complete a CBC- Specific Site Permission form that is also attached. Forms may be returned by Fax 252-744-6018, email ah.cbc@ecu.edu or brought by the office, 4435 Health Sciences Building.

If you have any questions please let me know.

Thank you.

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